

To: Child Welfare Staff

From: Cheryl H. Williams, LCSW
Adult & Family Services Administrator

Date: February 16, 2010

Re: Protocol Up-Dates

Effective immediately the following protocol is expected for all social workers/social work assistances conducting home visits and/or monitoring agency visits for foster children or children on the on-going/prevention caseloads:

- Face-to-face monthly visits is an opportunity to assess the overall emotional/physical well-being of the child or children. The social worker needs to interact with the child or children to ensure age and developmentally appropriate responsiveness. The social workers along with the caretaker should also conduct a visual assessment of non-verbal children to ensure they are free of physical injury.
- Weekly face-to-face visits will be conducted with all children who are not, school age and not attending a day care.
- Social workers are expected to read the home study of the foster parents on new children assigned to their caseload within one week of the assignment.
- Whenever there is a mark or bruise on a child please ask the caretaker for an explanation. If there are any concerns that the explanation is not sufficient to explain the injury take the following steps: if the child is here in the building asked a Child Protective Services (CPS) Supervisor to assess the situation and provide guidance. If a CPS Supervisor is not available have an intake social worker provide the assessment. If the visit occurs outside the agency take a picture of the injury have the film developed immediately and have a CPS Supervisor or intake social worker assess the pictures.
- In addition, injury recognition training will be conducted in-house or social workers will attend VISTA training on the topic as necessary to ensure that social workers have training in this area.
- Social workers will conduct face-to-face visits with foster parents after they receive the service plan to discuss current status of the case and will also conduct face to face visits as necessary whenever significant events occur that might change the direction of the case.